

SAFETY INSPECTION CHECKLIST

SAFETY CHECKLIST FOR UNIT COMMANDER/DIVISION CHIEF						
Inspector:	Unit::	Bldg No.:	Date:	YES	NO	NA
1. Is a Unit Safety Officer appointed on orders?						
2. Is a Unit Safety NCO appointed on orders?						
3. Is the unit office, motorpool, etc. inspected monthly?						
4. Are all inspection reports on file?						
5. Have all violations been corrected?						
6. If not corrected, have service calls/work orders been submitted?						
7. Are safety meetings being held regularly?						
8. Are minutes of safety meetings on file?						
9. Are special safety concerns addressed at appropriate times? (convoy/march/holidays/sports)						
10. Are training plans risk assessed by the Safety Officer/NCO?						
11. Does unit have a HAZCOM plan?						
12. Does unit have a hazardous chemical inventory?						
13. Are MSDS available for each inventoried chemical?						
14. Have persons exposed to hazardous chemicals received HAZCOM training?						
15. Are HAZCOM training records available?						
16. Are all noise/eye hazard areas posted?						
17. Is protective clothing/equipment available/used?						
18. Is medical monitoring and training for PPE accomplished and documented as necessary?						
19. Is a confined space entry program in place where necessary?						
20. Have unit/assistant drivers completed ADIP training?						
21. Are accident reports sent to the Safety Division within 21 days?						
22. Are on and off duty "Class A/B" accidents reported to the Safety Division immediately?						
23. Is the Official "OSHA" poster displayed in the workplace?						
24. Has Safety Officer/NCO attended a Unit Safety Officer Course?						

SAFETY INSPECTION CHECKLIST

SAFETY INSPECTION CHECKLIST - OFFICE AREA						
ADMINISTRATIVE AREA/CLASSROOM AREA						
Inspector:	Unit:	Bldg No.:	Date:	YES	NO	NA
1. Are safety meetings conducted?						
2. Are minutes of safety meetings on file?						
3. Are safety talks appropriate to the job?						
4. Are machines and equipment properly guarded?						
5. Are file cabinets stable, drawers closed after each use?						
6. Are walking/working surfaces even and clear?						
7. Are aisles adequate, wide enough?						
8. Are electric cords not frayed, or damaged and equipped with the correct type of plugs?						
9. Are extension cords used properly?						
10. Are fans properly guarded?						
11. Are fire extinguishers properly charged, mounted and accessible? Inspected monthly?						
12. Is lighting adequate?						
13. Are there adequate electrical outlets?						
14. Are outlets properly grounded?						
15. Is it ensured that no electrical wiring or extension cords pass through walls, ceilings windows, or doorways or under carpets?						
16. Are exit ways, exits, and blocked doors marked?						
17. Are flammable liquids/materials kept separated from combustible liquids?						
18. Are flammable liquids/materials properly stored in an approved flammable storage cabinet?						
19. Is good housekeeping practiced?						
20. Is trash removed promptly?						
21. Are storage areas free from excess materials?						
22. Is the area free from other hazards? If no, explain on hazards correction response sheet.						

SAFETY INSPECTION CHECKLIST

SAFETY INSPECTION CHECKLIST - BARRACKS AREA						
Inspector:	Unit:	Bldg No.:	Date:	YES	NO	NA
1. Do all fire doors swing outward, in direction of exit?						
2. Are exits clearly identified?						
3. Are all blocked doors marked, "BLOCKED"?						
4. Are hallways clear of obstructions and well lighted?						
5. Are stairwells clear of obstructions and well lighted?						
6. Are stairwell hand rails secure and correctly mounted?						
7. Are heat/smoke detectors intact (not damaged)?						
8. Are heat producing appliances plugged directly into a wall outlet and sitting in a safe location (not on combustible materials)?						
9. Are fire extinguishers charged, properly mounted, and accessible?						
10. Are lights in shower stalls equipped with the shatterproof shields?						
11. Are soap holders provided in shower stalls?						
12. Are electrical outlets in latrines/bathrooms, within six feet of a water source, connected to ground fault circuit interrupters (GFCIs)?						
13. Are floor drains properly covered?						
14. Are covered trash containers provided and emptied daily?						
15. Are spills cleaned up immediately?						
16. Is floor wax, if used, is it the approved type?						
17. Are washers and dryers properly grounded and are dryers well vented?						
18. Are all electrical devices UL approved?						
19. Is the area free from other hazards? If no, explain on hazard correction response sheet.						

SAFETY INSPECTION CHECKLIST

SAFETY INSPECTION CHECKLIST - SHOPS AREA						
Inspector:	Unit:	Bldg No.:	Date:	YES	NO	NA
1. Are all guards in place and properly adjusted?						
2. Do guards give maximum protection?						
3. Is there evidence that operators use the guards?						
4. Are power machine on/off switches guarded to prevent accidental starting?						
5. When power is lost and then restored, are machines prevented from re-starting automatically?						
6. Are hand tools kept dressed and properly maintained?						
7. Are signs posted in noise hazard areas?						
8. Are eye hazard signs posted?						
9. Are employees issued, and do they wear proper eye, ear protection and safety shoes or boots?						
10. Are fire extinguishers charged, mounted and accessible?						
11. Are the proper fire extinguishers properly available for the work in progress?						
12. Are excesses of chips, and other scrap removed from or around machines in a timely manner?						
13. Are only properly regulated air pressure systems used for cleaning machines and work areas?						
14. Are walking/working surfaces kept clear?						
15. Is stock, piled and neatly stored?						
16. Are No Smoking rules enforced?						
17. Is the area free from other hazards? If no, explain on hazard correction response sheet.						
18. Is a lock out tag out program in effect where needed?						

SAFETY INSPECTION CHECKLIST

SAFETY INSPECTION CHECKLIST - MOTORPOOL AREA						
Inspector:	Unit:	Bldg No.:	Date:	YES	NO	NA
1. Is the vehicle exhaust ventilation system adequate?						
2. Are personnel issued or provided with proper personal protective clothing and equipment?						
3. Are walking/working surfaces kept clean and clear of oils, water, fuels, and other slippery substances?						
4. Are spills immediately cleaned up?						
5. Are pits cleaned regularly?						
6. Are clean wipers kept separated from oily ones?						
7. Are flammable materials stored properly?						
8. Is a tire cage used when inflating tires?						
9. Is a 10 foot (pig tail) inflation hose available and used when inflating tires?						
10. Are jacks/jack stands/cranes/lifting devices/marked for load limit and next periodic inspection dates?						
11. Are wire ropes/cables/chains and hooks inspected for defects?						
12. Is the parts cleaning vat of the approved type?						
13. Is the parts cleaner cover equipped with a fusible link?						
14. Are fuel tanks cleaned and filled with water before welding or brazing operations?						
15. Is installed air system equipped with regulators to regulate air pressure?						
16. Are all fire exits properly marked?						
17. Are all blocked doors marked "BLOCKED" on both sides?						
18. Is there an eye wash or deluge shower as needed? Is it inspected monthly?						
19. Are fire extinguishers charged, properly mounted and accessible?						
20. Is the area free from other hazards? If no, explain on hazard correction response sheet.						

SAFETY INSPECTION CHECKLIST

SAFETY INSPECTION CHECKLIST - WAREHOUSE AREA						
Inspector:	Unit:	Bldg No. :	Date:	YES	NO	NA
1. Are aisles marked and free of materials?						
2. Are materials stored in stable stacks?						
3. Are no smoking rules enforced?						
4. Are all exists properly marked and kept clear?						
5. Are blocked doors properly marked?						
6. Is the proper clearance maintained between stacked materials and light fixtures, heaters, and sprinkler heads?						
7. Are fire extinguishers properly charged, mounted and accessible?						
8. Are flammable materials properly stored?						
9. Are extension cords used correctly?						
10. Are fans properly guarded?						
11. Are forklift trucks the proper type?						
12. Are forklift trucks equipped with roll over protective structure (ROPS) and seat belts?						
13. Do forklift operators use installed seatbelts?						
14. Are walking/working surfaces clear and even?						
15. Are trash containers available and emptied daily?						
16. Are flammable and combustible materials kept separated and each property stored?						
17. Is the area free from other hazards? If no, explain on hazard correction response sheet.						

SAFETY INSPECTION CHECKLIST

SAFETY INSPECTION CHECKLIST - BATTERY ROOM OPERATIONS						
Inspector:	Unit:	Bldg No.:	Date:	YES	NO	NA
1. Is there an approved SOP posted in the battery room?						
2. Is there an emergency spill plan published, which can be implemented in case of a spill?						
3. Does the battery room have a containment system, such as a dike or tray, to contain spilled battery acid?						
4. Is the facility equipped with adequate provisions for flushing and neutralizing acid spillage?						
5. Is the battery room equipped with an adequate ventilation system for the exhaustion of hydrogen and other by products?						
6. Is ventilation system interlocked with battery charger to ensure that ventilation system is operating when batteries are on charge?						
7. Are protective gloves, apron and face shield or (chemical goggles) provided for all battery handling operations. Are personnel wearing						
wearing personnel protective equipment and clothing during all battery maintenance tasks?						
8. Is an eye lavage and deluge shower installed in the immediate work area to provide water for flushing eyes or skin when splashes, spills						
or electrolytes have come in contact with the body?						
9. Are periodic tests conducted and documented to ensure that eye lavage and deluge shower are operational?						
10. Is area under and around eye lavage and deluge shower kept clear, free of clutter and storage of equipment.						
storage of equipment.						
11. Is the battery room clean, and uncluttered by unnecessary tools or conductive materials that could accidentally contact and short-						
circuit battery terminals?						
12. Has an explosion-proof electrical and lighting system been installed in battery charging area? Are nickel-cadmium batteries serviced in						
separate facilities from lead-acid batteries?						
13. Are battery racks properly grounded?						
14. Is an MSDS available for each type of battery and chemical?						